



# Mishawaka Parks & Recreation Dept.

## Vendor Application Packet 2020

Hello friends! This is our vendor list for outdoor events with the Parks Department for 2020! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2020. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a minimum of a 2 week notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out! Please feel free to email [bgendron@mishawaka.in.gov](mailto:bgendron@mishawaka.in.gov) with any questions about events or the application process.

### Independence Day Celebration

Saturday, July 4, 2020

3 pm – 10 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day! Featuring live music, kid's games and activities, family fun run, food, arts and crafts, local business vendors, and last, but certainly not least, spectacular fireworks!

**Early Registration Fees end Friday, May 29, 2020:**

Arts & Crafts: \$35 | Retail: \$49 | Commercial & Networking: \$49 | Non-Profit: \$14

**Late Registration Fees end Friday, June 19, 2020:**

Arts & Crafts: \$55 | Retail: \$89 | Commercial & Networking: \$89 | Non-Profit: \$24

### Senior's Night Out

Monday, August 24, 2020

6 pm – 8 pm

Battell Park, 301 W. Mishawaka Ave. | Mishawaka, IN 46545

Join us for an afternoon of music, nostalgia, and vendors geared towards seniors! Senior's Night Out is focused on senior health, wellness, and enjoyment. Leave the young rascals at home and enjoy an evening in the park celebrating!

**Early Registration Fees end Friday, July 31, 2020:**

Arts & Crafts: \$10 | Retail: \$14 | Commercial & Networking: \$14 | Non-Profit: \$4

**Late Registration Fees end Friday, August 7, 2020:**

Arts & Crafts: \$30 | Retail: \$54 | Commercial & Networking: \$54 | Non-Profit: \$14

### Flannel Formal

Friday, October 2, 2020

7 pm – 9 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Join us for our third annual Flannel Formal! Get your flannel on and come down to a flannel-tastic event at Central Park! We will have a best dressed "Lumber Jack" and "Lumber Jane" contest, music, a bonfire, and flannel-inspired activities. This event does feature a beer garden.

**Early Registration Fees end Friday, September 4, 2020:**

Arts & Crafts: \$10 | Retail: \$14 | Commercial & Networking: \$14 | Non-Profit: \$4

**Late Registration Fees end Friday, September 18, 2020:**

Arts & Crafts: \$30 | Retail: \$54 | Commercial & Networking: \$54 | Non-Profit: \$14

## Wags of Welcome

Saturday, October 3, 2020

2 pm – 5 pm

Margaret H. Prickett Marina Park, 13110 E. Jefferson Rd. | Mishawaka, IN 46545

Join Mishawaka Parks and Recreation as we celebrate national dog adoption month at Margaret Prickett Dog Park and Marina. We are excited to participate with a dog adoption event! Come adopt your future fur-ever pal, get some information on local vet and pet services, and help us to contribute to this paw-some cause!

### **Early Registration Fees end Friday, September 4, 2020:**

Arts & Crafts: \$15 | Retail: \$21 | Commercial & Networking: \$21 | Non-Profit: \$6

### **Late Registration Fees end Friday, September 18, 2020:**

Arts & Crafts: \$35 | Retail: \$61 | Commercial & Networking: \$61 | Non-Profit: \$16

## Fall Harvestfest

Saturday, October 10, 2020

2 pm – 6 pm

Merrifield Park, 1000 E. Mishawaka Ave. | Mishawaka, IN 46545

Happy fall, y'all! Come celebrate the season of fall at our annual Fall Harvestfest. We will feature an adult beverage garden, live music, vendors, kid's games and activities. Come dressed in your Halloween Costumes for a costume contest!

### **Early Registration Fees end Friday, September 11, 2020:**

Arts & Crafts: \$20 | Retail: \$28 | Commercial & Networking: \$28 | Non-Profit: \$8

### **Late Registration Fees end Friday, September 25, 2020:**

Arts & Crafts: \$40 | Retail: \$68 | Commercial & Networking: \$68 | Non-Profit: \$18



# Mishawaka Parks & Recreation Dept.

## Vendor Application Packet

### Vendor Information and Rules

#### **HOMEMADE ARTS & CRAFTS**

All entries must be the original work of the artist/crafter renting the space. Purchased, pre-made merchandise or utilizing pre-made merchandise to make an item is considered a retail product and is not permitted under this category. **Kits, molded items, commercially manufactured goods, resale items, antiques, plants or any mass-produced good are NOT allowed in this category.**

#### **RETAIL**

All entries must be products bought and sold from outside sources. These items are not handmade by the vendor. Weapons of any kind, any merchandise related to drugs, drug usage and/or drug paraphernalia, inappropriate or suggestive language, photos, drawings, etc. are not permitted to be displayed or sold.

#### **FOR PROFIT, COMMERCIAL & NETWORK MARKETING**

Commercial businesses and Network Marketing vendors that support the community and provide family-friendly products are considered. Booths that provide activities, interaction with families or demonstrations are encouraged. Vendor is solely promoting a business, and will have no products for sale.

#### **NON-PROFIT**

Organizations must have an IRS Tax Exempt {501(c)3} status and will be required to submit documentation at the time of submitting the application.

#### **ALL VENDORS**

##### **Applications for Entry**

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card or money orders accepted. Checks and money orders made payable to the City of Mishawaka.

##### **Check-in & Set-up**

Check-in and set-up times will vary at each event. A Park Representative will contact you prior to the event for details. Typically vendors will have 2 hours prior to the start of the event to set-up, unless otherwise indicated.

##### **Booth Space**

All booth set-up and items need to be **INSIDE** the 12'x12' area provided. All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighted and not staked down into the ground, due to the irrigation systems.**

##### **Closing & Tear Down**

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details. Typically tear down cannot begin until after the end of the event, unless otherwise indicated or arranged.

##### **Parking**

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

##### **Refunds**

Application fees received from accepted vendors are **non-refundable, no exceptions.**

##### **Weather**

All of these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48 hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations. Your vendor fee will be transferred to another event of your choosing should an event be cancelled.

**\*Note: Maximum of two (2) similar Retail, Commercial & Network Marketing vendors will be accepted.\***



Mishawaka Parks & Recreation Dept.  
 Vendor Application Packet  
 Vendor Application

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Indicated which festival & vendor group you are participating in.**

	Homemade Arts & Crafts	Retail	For Profit, Commercial & Network Marketing	Non-Profit
Independence Day Celebration				
Senior's Night Out				
Flannel Formal				
Wags of Welcome				
Fall Harvestfest				

Arts & Crafts and Retail Vendors: Describe in detail the items you wish to sell at the selected events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commercial & Network Marketing, Non-Profit Vendors: If providing a service, demonstration or activity, provide a description of your booth's activity, service or demonstration planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Application & Rules Agreement**

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Arts & Crafts vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee. I understand that any Retail vendor selling items not listed in original application will be asked to leave the festival with no refund of space rental fee. I understand that any Commercial or Network Marketing vendor selling any type of item or service will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release & Indemnification Agreement**

For and in consideration of the City of Mishawaka allowing the person applying to participate in the Mishawaka Parks and Recreation Dept. Special Events in 2019, the participant hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks Dept., and their agents, employees and officials from any and all actions, causes of action, claims, damages, demands, judgements, executions, costs, expenses, including: attorney fees, and all other claims for damages whatsoever which may hereby be made, instituted, filled or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks Dept., their agents, employees, and officials by the undersigned and any other person as a result of participating in this event. The person executing this release is duly authorized to do so on behalf of participant.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date: \_\_\_\_\_ Payment made by:  Cash  Check \_\_\_\_\_  Money Order  CC

Receipt # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_